

# **File Management**

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## **Saving Files**

Although Windows Explorer is not used for saving files, this operation will be covered here, as it involves the need to be familiar with the directory structure of Windows in order to know where to save or retrieve files when using applications.

When saving any document, using any application, you will follow these steps:

1. When you are ready to save a file, click on 'File', 'Save As'
2. When the 'Save As' dialogue box comes up, click on the little triangle button at the end of the 'Save in:' box to display your drives.
3. Scroll to the drive letter (C: or A:), then double click on the folder (directory) to which you wish to save the file. You will then see that folder pop into the 'Save in:' box.
4. In the 'File name:' box below, enter your choice of a filename.
5. In the 'Save as type:' box, you notice that the application being used is already in the box. If you wish to save the file as another file type (i.e. text only, etc.), click the little triangle button at the end of the box to select.
6. Lastly, click on the 'Save' button.

## **Practice Exercise**

1. Open your word processing program(you do not have to really type anything unless you wish).
2. Click on 'File', 'Save As'.
3. In the 'Save in:' box, click on the triangle and go to (C:).
4. Find the Temp folder and double click on it. It will pop into the box.
5. In the 'File name:' box, type 'test\_doc' (no parens)
6. Click on the 'Save' button
7. Now close the program and open it up again.
8. Click on 'File', 'Open', and follow the same procedure as above to locate the file.
9. When you locate it, double click on the file to open it into your word processing program.
10. You have now completed the exercise and can close your program.

NOTE: When retrieving files with extensions other than the application's extension, you will need to click on 'All Files' in the 'Files of type:' box to see and select your files. For example, WORD automatically puts the file extension .doc after the filename. If, for example, you are using WORD and you saved a file with the name 'smith.let'. When you click on File, Open you will need to select 'All Files' in the 'Files of type:' box to see that file because just the files with the .doc extension will be showing in the file list.